

# ELECTRONIC PLAN CHECK SUBMITTALS

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## BUILDING DIVISION REQUIREMENTS

- All Building permits requiring plan checks shall be submitted online through the [E-OneStop Online Service permitting system](#).
- When submitting for permits through the online portal, allow five to 10 business days for submittal acceptance confirmation. Notification will be provided via email.

## INSTRUCTIONS FOR SUBMITTING

**New Building Permits** – All new building permit submittals must include the following documents as PDFs:

- Permit Application – Must be complete with all fields filled in. Use the [Building and Fire Permit Application](#).
- Questionnaire for Non-residential projects – Complete the questionnaire at the end of this handout and include it with your submittal documents.
- Plans – Saved as a single file as one complete set, digitally stamped and signed by a design professional, if applicable.
- Structural Calculations – Digitally stamped and signed by a design professional, if applicable, and saved as a separate file.
- Other Supporting Documents (energy calculations, special inspection forms, etc.) – Saved as a separate file.
- Green Halo (GH) Registration – Newly constructed buildings and demolition projects, commercial and residential additions, and alterations to non-residential projects must register with GH to track construction and demolition waste and recycling. Visit [Sunnyvale.wastetracking.com](http://Sunnyvale.wastetracking.com) to register. A screenshot of your in-progress GH registration, showing the project address and GH tracking number, must be included in your submittal package, if applicable.
- Responsible Construction – Projects that are 15,000 square feet or larger are subject to the Responsible Construction Ordinance. [Acknowledgement of Responsibility](#) shall be completed and submitted to the Building Division before permit issuance. For additional information and instruction, refer to the [Permit Center](#).
- Use Tax Registration - All General Contractors and subcontractors with contract values greater than \$5 million should register the job site with the California Department of Tax and Fee Administration (CDFTA) where applicable. [Visit CDFTA's website](#) to register each qualifying contractor/subcontractor. The tax account administrators need to register the job site to report use tax directly to Sunnyvale. For questions, contact Economic Development at 408-730-7607.

## Resubmittals

- Submit a **complete**, revised set of plans, calculations and supporting documents with

changes clouded. If there have been no changes to the plans and documents, you must still send the latest **complete** set. It is important that a complete plan set package is submitted at each round of plan check.

- Include a formal response letter addressing all City comments.

## Addendums

- All revisions/addendums requiring plan check must be emailed.
- Submit revised sheets only with changes clouded and corresponding revision delta symbols. Sheets shall be digitally stamped and signed by the design professional, if applicable.
- Submit an itemized list of all revisions and addendums organized by page number.
- Include revised structural calculations, if applicable, with changes clouded and digitally stamped and signed by the Engineer of Record (EOR).
- A separate file should be included containing a copy of the approved full set of plans for reference.

## Deferred Submittals

- All deferred submittals requiring plan check must be emailed.
- Each plan sheet must be digitally stamped and signed with the EOR's professional stamp and digitally stamped and signed with the EOR's review stamp. **No typed names or initials will be accepted.**
- The first page of the calculations must be digitally stamped and signed with the EOR's professional stamp and digitally stamped and signed with the EOR's review stamp. **No typed names or initials will be accepted.**
- Include a copy of the approved plan sheet that lists the City-approved deferred items.

## Additional Instructions

- When resubmitting on the portal, only upload the relevant file to the correct tiles. For example, upload Building Plans to the Building Plans tile, upload Structural Calculations to the Structural Calculations tile, etc.
- The City can accept a total attachment size of 150 MB; however, this number may be limited by your email provider.
- Larger files can be sent through a link to cloud storage. The link cannot require special permissions or login credentials.
- Plan sets must be submitted as one file. Larger plan sets can be organized into separate folders by discipline such as Architectural, Mechanical, Electrical, Plumbing, etc.
- Structural Calculations, response letters and other supporting documents must be organized into separate folders and not included in the plan set file.
- Files should be named so it is clear what they contain, with no internal company file names or file numbers.

***See next page for additional application information.***

## Questionnaire for Non-residential Projects

1. Is this project associated with an already-approved planning permit?
2. Does the project involve a change of use such as an office as the old tenant and a restaurant as the new tenant?
3. Are exterior changes to the building or site proposed such as new roof-mounted equipment, trees removed from the parking lot, new windows, or new doors?
4. Is the project proposing any kitchen/café improvements? (This is for the Public Works Department to determine any sewer/water connection fees and updates to the trash management plan.)
5. Is the project going in a new shell building or space that has never been occupied **or** an existing building where landlord/market-ready shell improvement is in progress? If yes, provide the building permit number for the shell work. **Note a Building permit will not be released until the shell work is complete or substantially complete.**
6. Will the proposed project include the use of a new recycled water system? If so, an application along with plans must be submitted separately to the Environmental Services Department Water Division. Contact [Ray Orozco](#) directly at 408-730-7663 with any questions.